

CITY OF BURBANK

SAFETY OFFICER

DEFINITION

Under direction, to plan, organize, coordinate, and implement a comprehensive safety and training program for all City departments; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and evaluates interdepartmental and departmental safety and training programs, including supervisory, management, and special skills training; formulates and recommends objectives, policies and procedures regarding training; consults with departmental administrative personnel in order to determine the nature and effectiveness of current safety programs; coordinates safety and training lectures, seminars, and workshops; coordinates safety with other elements of the personnel management program; recommends policies and procedures in the areas of industrial injuries, accident prevention, and medical screening; conducts safety training meetings; consults and advises departmental safety committees and supervisors to improve the effectiveness of safety organization and practices; chairs the City Safety Coordinators' Committee; reviews legislation which affects safety and medical standards, and makes appropriate recommendations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and methods of safety and training; supervisory and management functions, techniques, and problems; work hazards, their elimination, safety education and accident prevention; the State of California's Hazard Communication System; hazardous materials and spills management; incident command system; functions and operations of a full-service city.
- Ability to - plan, organize, direct and coordinate complex and varied training and safety programs; determine safety and training needs and evaluate training programs; analyze occupational hazards and to formulate positive accident prevention programs; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from college preferred and five years of progressively responsible full-time paid experience in safety inspection and safety program administration, two years of which shall have been in a supervisory capacity. NOTE: Additional qualifying experience at the supervisory level may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.